

OFFICE OF THE COORDINATOR

JOB ANNOUNCEMENT

The University of Rwanda is a public institution of Higher learning committed to support the development of the country through the generation and advancement of knowledge and innovation among other core activities. In this framework, the Agreement is signed on 17th November 2021 between University of Birmingham and University of Rwanda for the Project entitled: «**NIHR Global Health Research Unit on Global Surgery: Establishing a Sustainable Network of Surgical Research** ». In this regards, the University of Rwanda through its Single Project Implementation Unit (UR-SPIU) calls for qualified and motivated candidate to apply on the following position for the period of one year renewable based on performance and availability of funding.

I. RESEARCH NURSE (1post)

Duties and Responsibilities Research Nurse will be not limited to :

1. Organize field activities of the Hub;
2. Participate in the development of study tools.
3. Participate in reporting on adverse events for participants under the study.
4. Reviewing eligibility criteria of all study participants, receiving and verifying all informed consent forms filled and all other documentation from the study sites.
5. Ensuring that all study tools are appropriately and accurately filled out.
6. Working together with site staff to ensure proper follow-up of all enrolled participants in the studies.
7. Participating in training of the study team.
8. Contribute substantially to the development and refining the data collection tools and project concept notes;
9. Assist in the planning and management of monthly “spoke visits”;
10. Assist in identification and development of possible areas for Hub’s partnership with local organizations, universities, research institutions, etc;
11. Organize and document archive of Hub’s research documents;
12. Assist in writing research reports, briefing notes, policy papers, and other materials as required;



OFFICE OF THE COORDINATOR

13. Support to coordinate research dissemination and follow-up activities, including providing substantive advice on the future direction of the program; and
14. Perform any other duty assigned by the Line Managers

Direct supervisor: The research nurse will report to the Hub Manager

Qualifications for Resrach Nurse:

The candidate will have:

- A Bachelor degree in Nursing Science and being registered with the National Council of Nursing and Midwifery (NCNM) is a must. Having a higher level degree in health related field will be an added value.
- At least 5 years of relevant work experience in the field of health research and training for BSc holders and 3 years of work experience for MSc holders is a must.
- Be fluent in written and spoken English, knowledge of French will be an added value.
- Proven record of successful interaction with individuals from diverse backgrounds including government officials, development partners, researchers, etc.
- A demonstrable experience in organizing and coordinating multilevel events and field research activities;
- Knowledge of computer programs, including Microsoft Word and Excel;
- Possess punctuality, intellectual curiosity, willingness to take initiative, multi-tasking, and willingness to work under pressure to meet deadlines.

Application procedures

Interested and qualified candidates should submit their applications online to the following link : <https://forms.gle/nzzsR9aCc2P6KR8s5> The application file will be considered complete by submitting the following documents:

1. Application letter in English addressed to UR-SPIU Coordinator
2. A detailed Curriculum Vitae
3. A copy of academic degree
4. A copy of proof of previous relevant experience described in the CV
5. A copy of the National ID or passport



OFFICE OF THE COORDINATOR

The deadline for submission of application is fixed on Friday, 20th January 2023 at 17:00 kigali time. Only shortlisted candidates will be contacted to sit for written test.

Done at Kigali on 11th January 2023

The signature is in blue ink and appears to be 'J.B.' followed by a circular stamp. The stamp contains the letters 'UR' and 'SPIU' and is surrounded by the text 'SINGLE PROJECT IMPLEMENTATION UNIT' and 'UNIVERSITY OF RWANDA'.
Immaculate BUGINGO
Coordinator
Single Projects Implementation Unit (SPIU)
University of Rwanda